

November 16, 2004

Ms. Dee Giles, Contract Manager
Department of Community Affairs
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Dear Ms. Giles:

Enclosed are four (4) copies of the executed Fiscal Year 2004-05(FY05) Grant Agreement (#05BG-04-02-47-01-037) for funding from the Emergency Management Preparedness and Assistance Trust Fund.

Please execute the agreements and return one original signature copy to:

Richard R. Smith, Director
Leon County Sheriff's Office
Division of Emergency Management
535 Appleyard Drive
Tallahassee, FL 32304

Additionally, as indicated in Section 10(c) of the Agreement the Leon County Board of County Commissioners has designated Mr. Richard R. Smith, Emergency Management Director, as the County's Agreement Administrator for the FY-05 Agreement.

Pursuant to your request, I have also enclosed the position descriptions for our Emergency Management Director and Coordinator.

Should you have any further questions or require additional information concerning this matter, please call Mr. Smith at (850) 488-5921.

Sincerely,

Jane Sauls, Chairman
Board of County Commissioners